

3 November 1978

STATINTL

MEMORANDUM FOR: Deputy Director for Administration

FROM : [REDACTED]
Chairman, ADMAG

SUBJECT : ADMAG Charter Revision

1. I have attached a proposed revision of the ADMAG Charter for your review and approval. As our group began to get increasingly active, we began to surface questions concerning the functions and responsibilities of ADMAG. We attempted to locate a current version of the ADMAG Charter to resolve some of these questions, and were unable to locate any official document later than the 15 June 1978 Administrative Instruction which established the group. Since this version contained outdated organizational terminology, we drafted the attached Charter to correct these references and also included several changes that we felt were warranted.

2. We have changed the title of the ADMAG officers to conform to the actual functions they have been performing for several years. We have also changed the term of the officers from three months to six months, in an effort to provide the continuity that we feel is necessary to keep the ADMAG viable and productive. A final change that we have included is an added qualification requirement for ADMAG membership, stipulating the need for a minimum of five years of Agency experience. We feel that this qualification should be added if the member is to contribute substantially, from the perspective of the member's career subgroup, to the efforts of the ADMAG.

3. If you approve of the revised ADMAG Charter, we propose that it be published as a formal notice.

STATINTL
[REDACTED]

Attachment: Revision of ADMAG Charter

Distribution:

Original & 1 -. Addressee w/att

(1) - Chairman, ADMAG w/att

ADMINISTRATION MANAGEMENT ADVISORY GROUP (ADMAG)

CHARTER - 1st revision

1. The Administration Management Advisory Group (ADMAG) is responsible for identifying and studying issues and problems affecting the plans, programs, and actions of the Directorate for Administration and for making recommendations thereon to the DDA. Most of the topics examined by ADMAG are either self-generated (by ADMAG members) or based upon thoughts and ideas proffered by other DDA employees. However, the DDA may task the ADMAG to obtain a solution to a problem or to measure the effectiveness of a DDA plan, program or action within the Directorate. All Directorate employees are available to counsel or advise ADMAG in pursuit of its efforts to improve the efficiency of the Directorate and to improve the employee work environment.

2. The ADMAG is a forum, outside of the chain-of-command, for maintaining a continuing dialogue between senior Directorate management and the employees of the Directorate. While the selection of ADMAG members is a formal process, the ADMAG itself has no production responsibility, and it does not replace formal

command channels. ADMAG is not an appropriate forum for the discussion of individual employee grievances or individual Equal Employment Opportunity (EEO) complaints.

3. The ADMAG membership is appointed by the DDA from nominations submitted by heads of each of the eight functional offices of the Directorate and from the head of the MG Career Sub-Group. In order to become a nominee, an employee must be a GS-11 through GS-14 career employee of the DDA nominating component with a minimum of five years of Agency experience. Appointments are made semi-annually, for one year terms, commencing in January and ending in December for nominees from the Offices of Communications, Finance, Logistics, Medical Services, and Personnel, and for terms commencing in July and ending in June for nominees from the MG Career Sub-Group and the Offices of Data Processing, Security, and Training. Heads of components must submit nominations of ADMAG replacements in sufficient time to permit DDA selection and publication of appointee names. Nominations will include a narrative on the nominee's qualifications, an updated biographic file, and a recent photograph of the nominee.

4. Each January and July, the ADMAG members select, from its membership, a chairman and a recorder to serve in those capacities concurrently for six months. The Chairman presides over the ADMAG meetings and provides leadership and guidance;

he or she also maintains a "Chairman's File" for reference and for the purpose of briefing the successor to the chairmanship. The Recorder records, publishes, and distributes the minutes of each meeting (including the names of attendees); he or she also maintains a complete record of activities and achievements of the ADMAG and presides over the meetings when the Chairman is absent. All members of the ADMAG are expected to attend meetings and to contribute to the activities and effort of the ADMAG.

5. This charter may be amended or revised by the ADMAG with the concurrence of the DDA.